

# Assistance to Firefighters Grant Program (AFG)



# FEMA

**Staffing for Adequate Fire and  
Emergency Response (SAFER)  
Recruitment and Retention Activity**  
FEMA Grant Application Get Ready Guide 2011

## SAFER Recruitment and Retention Grants

### Grant Application Get Ready Guide 2011

#### Prepare for your grant application today

The Assistance to Firefighters Grant Program's (AFG) Staffing for Adequate Fire and Emergency Response (SAFER) application period will be opening soon. This handy guide will give you a kick-start in preparing your grant application and to help you thoroughly answer all the grant application questions.

The purpose of the Recruitment and Retention grants is to assist fire departments and/or statewide or local volunteer firefighter interest organizations with the recruitment and retention of volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response. These grants are intended to create a net increase in the number of trained, certified, and competent firefighters capable of safely responding to emergencies within the grantee's geographic response area.

**Additional Department Information - Use this section to start gathering information that will be required for the application so you are ready when the application period opens.**

Be prepared with the following statistics:

- Ideal number of active volunteer firefighters needed to adequately comply with the NFPA standard your department is attempting to meet.
- Current number of volunteer members in your department or organization.
- Number of active volunteer firefighters that joined your department or organization over the last three years, and number of active volunteer firefighters that left your department or organization over the last three years.

Be prepared to thoroughly explain, document, and provide background information on the following five areas as part of your narrative statement:

- Project Description
- Impact on Daily Operations
- Financial Need
- Cost Benefit
- Performance

Answering the following questions within each of the above five areas will help you formulate a comprehensive narrative statement.

#### Project Description

- What recruitment and/or retention problems or issues have you identified?
- How will recruitment of new volunteer firefighters and/or retention of current volunteer firefighters impact your operational needs or capabilities?
- What specific benefits will these firefighters provide to your department(s) or community?
- What is your specific recruitment and/or retention plan?
- What types of "recruiting/retention" items are you requesting (e.g., insurance, classes, incentives, etc)? How did you determine the costs?
- How will the activities being requested address your identified needs?
- If you are a statewide or local volunteer firefighter interest organization or a fire department submitting a regional request, a list of participating fire departments and/or organizations that will benefit from the regional project will need to be included.

## Impact on Daily Operations

- What effect does your current staffing level have on fireground operations and/or safety? How are your community and firefighters at risk?
- What effects will the increased staffing/retention, if funded, have on future fireground operations and/or safety?
- What special needs are required to serve your community (e.g., special hazards, geographical areas, etc.)?

## Financial Need

- Why do you need Federal financial assistance?
- What is your current organizational budget?
- What are your current and future, if any, funding issues?
- What other funding actions have you taken to meet your staffing needs?

## Cost Benefit

- What benefit(s) will your department and/or your community realize if the project described is funded (e.g., anticipated savings and/or efficiencies)?
- If funded, what are the long-term values of the staffing/retention for your department and/or organization?
- Is there a high benefit for the cost incurred? Are the costs reasonable? Provide justification for the budget items relating to the cost of the requested items.

## Performance

- If applicable, do you have a proven track record for timely project completion and satisfactory performance in other AFG, FP&S, and SAFER awards?

**Coming Soon:** Watch the AFG Web site, [www.fema.gov/firegrants](http://www.fema.gov/firegrants) for the SAFER Self-Evaluation tool, which will help you rate your own SAFER application narrative.



Questions regarding the SAFER Grants can be directed to the Federal Emergency Management Agency's Grant Programs Directorate (GPD) AFG Program staff at 1-866-274-0960 or e-mail [firegrants@dhs.gov](mailto:firegrants@dhs.gov).

